

Filing to an Existing Case

After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

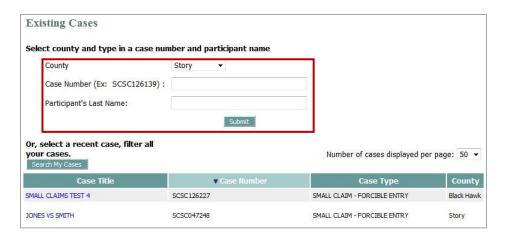
Note! Prepare documents prior to accessing an existing case.

Searching for an Existing Case

1. Click Existing Case.



- 2. Select appropriate County.
- 3. Enter in Case Number.
- 4. Enter in Participant's Last Name.
- 5. Click Submit.



Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

Note! Recent cases that have been submitted will display at the bottom the Existing Case screen.



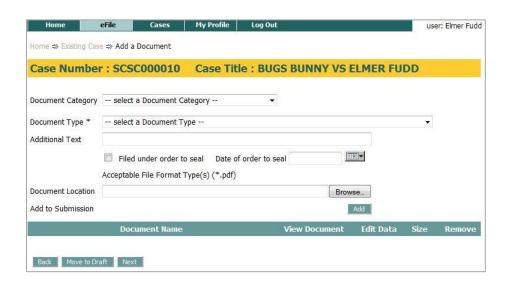
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Adding a Document

Additional documents can be added to an existing case. The Case Number and Case Title will display in a yellow banner for existing cases.

- 1. Select a **Document Category** for the type of document to be added to the case. *Note!* If unsure of what category to select, leave this field blank.
- 2. Select a **Document Type**.

Note! Type the name of the document in this field to locate the **Document Type**.



3. Complete **Additional Text** if desired.

Note! This additional text helps the clerk, judge, or other participants understand more about the document.

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- 4. Click **Browse**.
- 5. **Locate the document** to attach.
- 6. Click Open in the system window (not illustrated).
- 7. Click Add.

Note! A message will display while the document is uploading. For small documents this may not even be visible.



Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

- 8. Click the File Name in the View Document column to review the document loaded properly.
- 9. Repeat this process to add additional documents.
- 10. Click Next.

Note! Once the case has been submitted through the eFile system as Filed, each document will receive the Time Stamp.

Note! There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category of Attachments to add parceled documents.

11. On the Review and Approve the Filling page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

Note! If applicable, complete the **Payment Information**.

12. Click Submit the Filing.

